



National Aeronautics and
Space Administration

NASA Shared Services Center
Stennis Space Center, MS 39529-6000

INTERNAL TRAINING REQUEST

NASA Center

CTO Logistics' Contact

Human Resource Development Specialist

Complete information on each page :

Page 1 - Item Information & Subject Area

Page 2 - Delivery Data, Catalog & Summary

Page 3 - Design Data, Delivery Data, Prerequisites & Competencies

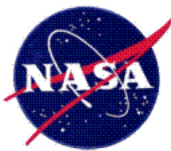
Page 4 - Custom Fields, Scheduled Offering Information, Add Slots to the Scheduled Offering,
Registration Notification Adjustments & Course Completion

Page 5 - Form Submission Information

****Required information (highlighted in red) must be filled out completely or the form will not email or print.**

Once the form is complete, submit by email to the NSSC by selecting the "Email Record" button found at the top of Page 5.

Submission by email is preferred, but submission by fax will be accepted. If you are faxing, you must include the NSSC-Form-0027 (Request, Authorization, Agreement and Certification of Training Transmittal Sheet).



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Item Information

Item Type	Item Title (275 Characters Maximum)
Item ID <input type="checkbox"/> New ID <input type="checkbox"/> Existing ID <input type="checkbox"/> Sole Source <input type="checkbox"/> Competitive	

Classification	Approval Process		
Approval Required	Contact Hours	Credit Hours	CPE Hours

Subject Area (You May Identify Up To Two Subject Areas)

Primary

Secondary

Description

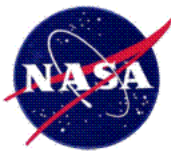


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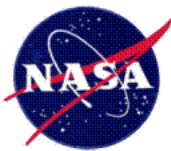
Catalog ID	Flag	Expires	Until Date

Delivery Method ID		Assignment Type ID
Auto Fill Registration	Enable User Request	Enable Users to Waitlist



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Design Data					
Reviser		Approved By		Approval Date	
Lesson (Must be a valid URL)					
Audience (500 Characters Maximum)					
Default Initial Assignments Initial Number		Initial Period		Initial Basis	
Default Retraining Assignments Retraining Number		Retraining Period		Retraining Basis	
Contact's Email					
Item Goals (500 Characters Maximum)					
Delivery Data					
Min. Registration			Max. Registration		
		Self Registration			
Prerequisites					
Item			Title		
Competencies					
Competency 1					
Competency 2					
Competency 3					
Item Type	ID Number	Status	Effective Date	Force Credit	



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Custom Fields					
On-Duty Hours		Off-Duty Hours		Purpose of Training 03	
Type of Training		Type of Training Sub-Code		Source of Training	
Special Interest		Academic Credit Code		Training Credit Type Code	
Direct Cost Code		Per Participant Cost		Books & Materials Cost	
Other Direct Cost		Indirect Cost Code		Travel	
Per Diem		Other Indirect Cost		Category Code	
Sub-Category Code		Funding Org.		POC	
Budget Line Item					
Training Vendor					
Metric That Matter (MTM)			P/PM Re-Certification		
Scheduled Offering Information					
Copy Existing Scheduled Offering ID			Use Same Contact Information <input type="checkbox"/> (If these are not selected, please provide updated information)		
Active Offering <input type="checkbox"/> In-Active Offering <input type="checkbox"/>			Use Same Custom Columns <input type="checkbox"/>		
Contact			Contact Email		
Contact Phone			Contact Fax		
Segment Start Date			Segment End Date		
Segment Start Time		AM / PM	Segment End Time		AM / PM
					Time Zone
Facility			Primary Location		
Primary Instructor			Secondary Instructor		
Registration Cutoff Date		Registration Cutoff Time		AM / PM	
Contact(s) for Scheduled Offering Enrollment Information					
Material ID(s)			Type		
Add Slots to the Scheduled Offering					
Organization ID			Reservation Date		
Reservation Time		AM / PM	Time Zone		Number of Slots
Registration Status			Email Confirmation to the Organization		
Registration Notification Adjustments					
Cancellation Notification		Registration Notification		Withdraw Notification	
Waitlist Notification			Pending Notification		
Course Completion					
Will Center Grant Course Completion? (Center Can Still Submit Roster to NSSC for Historical Record Retention)					
Will NSSC Receive Final Course Roster to Grant Course Completion?					
Will Center Submit Final Roster for Historical Record Retention?					
Do You Want the NSSC to Send an Inquisite Evaluation to Learners After Completion?					
Do You Want to Send the SATERN Evaluation After Completion?					
Survey			Days to Complete		



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Form Submission Information

Will Center submit this Internal Training Request Form Only?

☐ Yes

☐ No

Will Center submit this Internal Training Request form and has already submitted an
Internal Training Procurement Requisition form?

☐ Yes

☐ No

(Enter Change Request Number)

Will Center submit this Internal Training Request form and submit an Internal Training
Procurement Requisition form at a later date?

☐ Yes

☐ No

Provide Either Attachments or Text Adjustments to the Notifications Within the Comments Field Below.

Additional Comments